Schoolnet Access Process

Step One is the registration process – To be completed by user.

Register for your login account - Already registered? skip to Step two

*Meridian 002 Users are not required to register, skip to Step two.

  a. Visit https://isee.sde.idaho.gov
  b. Select "Other" as Organization
  c. Select the "Registration" link
  d. Follow the instructions
  e. Click on the "Verification" link in the confirmation email that is sent to you, then confirm on web page.
  f. Notify your District Admin Tool user (Superintendent, Delegate or Technology Director) to proceed with Step Two

Step Two is the User Name Assignment process – To be completed by Superintendent, Delegate or Technology Director

Use the Administration Tool to Map (Assign) Username to EDUID record.

  a. Visit https://apps.sde.idaho.gov/administration or click the "Admin Tool" link on your ISEE Portal page
  b. Select Person Assignment link.
  c. Start typing the User Name (email address) and select from the list if present. NOTE: You must select from the list, do not type in full address.
  d. If name is NOT present, user did not successfully complete Step 1e.
       *Meridian 002 users must log into ISEE Portal at least one time to populate username tables.
  e. Verify that username is not already assigned to a record. If it is, contact support@sde.idaho.gov to have this corrected.
  f. If not assigned, type LastName, FirstName and select the persons EDUID record**
  g. Click Assign and verify that it was successful.

** If there are duplicate names with identical information in the drop down list, contact SDE Support to resolve.

Step Three is the Role Assignment – To be completed by Superintendent, Delegate or Technology Director

Use the Administration Tool to assign the correct role.

*Teachers do not need a role assigned, other staff will

  a. Visit https://apps.sde.idaho.gov/administration
  b. Select User Roles link.
  c. Type the name of your District or the School to provision the user role at.
  d. Select from the list generated and press Select.
  e. Navigate to the appropriate **Schoolnet.<rolename>** under Academics section.
  f. Click the plus (+) next to the role name
  g. Type the name of the username and select from the generated list.
  h. Select Submit if name is correct.
  i. Press F5 to refresh and verify email address converts to the EDUID name.
  j. If email address does not convert to name, verify that email is mapped to the correct EDUID record.

NOTES:

- Teachers automatically have a role (Schoolnet.Teacher) assigned based on the ISEE Staff Demographics data uploaded to Schoolnet. They will only need to complete Steps One and Two

- There is additional information posted on the ISEE Portal page regarding how to use the Admin Tool web application. Please visit https://isee.sde.idaho.gov

- If you are unsure who you're District Admin Tool users are, you may contact support@sde.idaho.gov

- If you have any questions/concerns regarding this process, you may contact support@sde.idaho.gov

Schoolnet Role Descriptions…

Schoolnet.Leadership
(Superintendent, Technology Director, Business Manager, etc.)
View basic student information, View student contact information, View student discipline information, Manage reports, Manage curriculum, Manage instruction, Review instructional materials, Manage calendars, Manage discussions, Manage modules, Manages pages, View PD profiles, Review activity requests, Review PD plans, Review activity proposals, Approve section assignments, View teachers effectiveness data, Run PD reports, Assess performance…

Schoolnet.Curriculum
(Curriculum Director, Assessment Director, Test Coordinators, etc.)
Manage reports, Manage curriculum, Manage instruction, Review instructional materials, View test content, Management Analysis Reports, Design Analysis Reports…

Schoolnet.Assessment
(Assessment Director, CFSGA Editor, Test Coordinators, etc.)
View basic student information, View student contact information, view discipline information, Manage reports, View test content, Create and edit test items for an institution, Create and edit tests for an institution, Modify tests, Schedule tests, Add or update student responses, Manage student username, Pre-slug OMR forms, Create test windows, Manage Analyze reports, Design Analyze reports…

Schoolnet.Staff
(Counselor, Psychologist, Special Education Services, etc.)
View basic information, View student contact information, View student discipline information, Manage curriculum, Manage instruction, Review instructional materials, Approve section assignments, View test content, Create and edit test items for an institution, Create and edit tests for an institution, Modify test, Schedule tests, Generate student answer sheets…